



# Chelmsford Housing Authority

10 Wilson Street  
Chelmsford, Massachusetts 01824 –3160

DAVID J. HEDISON  
Executive Director

LISA SINGLETON  
Director of Admin and Operations

March 31, 2021

## NOTICE OF OPEN TOWN APPOINTED TENANT BOARD MEMBER SEAT

This Notice is to inform you that the Town of Chelmsford is soliciting names for consideration to fill the Town Appointed Tenant Board Member seat of the **Chelmsford Housing Authority** which simultaneously serve as a Board Member of **CHOICE Housing Opportunities for Intergenerational and Community Endeavors, Inc.** as well as the non-profits of **Westford Initiative for Senior Housing** and **Chelmsford Housing Elder Partnership**.

Pursuant to changes made to M.G.L. c. 121B, §§ 5 & 5A by Chapter 358 of the Acts of 2020, “An Act Enabling Partnerships for Growth,” Towns are now required to appoint a tenant of the Local Housing Authority (“LHA”) to the LHA Board. This position is known as the Town Appointed Tenant Board Member Seat. While this position is open to anyone living in State Public Housing, preference shall be given to anyone living in federally subsidized housing such as the Section 8 Voucher Program. Even though the Chelmsford Housing Authority manages a number of properties and it’s non profit CHOICE Housing Opportunities for Intergenerational and Community Endeavors, Inc owns and manages many developments – residents living in those developments do not fall under the definition provided by this law. If you are unsure, please feel free to attend the Zoom meeting or submit a question.

The Board is the governing body of the LHA which is responsible for adopting policy, approving contracts, budgets and annual plans, and hiring and overseeing an executive director to run the day-to-day operation of the LHA. The Board acts by a majority votes which are cast by Board members at open meetings.

As a Tenant Member of the LHA Board, you will receive training specific to the Department of Housing and Community Development (DHCD) as well as other training that may be required for public officials by law. DHCD partners with the Mel King Institute which provides a comprehensive overview of the role of tenant board members and the operations of a traditional LHAs in a three-hour training. This is then followed up with the opportunity to participate in ongoing trainings throughout the year on topics such as:

- Role of LHA Board and DHCD
- LHA Budgets
- Capital Improvement Plan (CIP)

TEL# 978-256-7425 x16 TDD# 978-256-7425 FAX# 978-256-1895

Email: [david@chelmsfordha.com](mailto:david@chelmsfordha.com)

- Annual Plans
- Performance Management Reviews (PMR)
- State-wide online tenant selection system (CHAMP)

In addition, the Mel King Institute offers opportunities for Tenant Board members to connect with one another and share experiences and questions in unstructured peer-to-peer learning sessions. The Chelmsford Housing Authority has a small portfolio of State Public Housing as it represents less than 15% of all our programs. Section 8 represents about 40% of our programs and the remaining 45% represents activities associated with our non-profits and other private activities.

We have attached additional information about the Chelmsford Housing Authority and its affiliates. We have assets that exceed \$30 million and an annual budget of over \$12 million.

If you or an adult authorized household member wishes to be considered for the Town Appointed Tenant Board Member Seat, you must fill out a “Notice of Intent to be Considered for Town Appointed Board Member Seat” and return it to the Chelmsford Town Clerk at the following address:

Town Clerk  
50 Billerica Road  
Chelmsford, MA 01824

**PLEASE NOTE:** In order to be considered for the LHA Town Appointed Board Member Seat, you must fill out the attached form, determined to be living or participating in an eligible program and return it to the Town Clerk at future date to be determined.

If you have questions about this Notice, please feel free to attend a Zoom Meeting scheduled for May 5<sup>th</sup> at 2:00 p.m. Please contact the Lisa Singleton at the Chelmsford Housing Authority 978 256 7425 x16 or via email at [lisa@chelmsfordha.com](mailto:lisa@chelmsfordha.com) for the Zoom Meeting information. In addition, you may be asked to introduce yourself to the Chelmsford Housing Authority Board and the Board of Selectman.

Sincerely yours,



David J. Hedison  
Executive Director

Encl